

## **PHIP Notes from Steering Committee Meeting**

### **Public Health Improvement Partnership (PHIP)**

September 19, 2005

Vancouver, Washington

#### Summary of Changes to the Proposed Workplan as presented:

1. What has been called the PHIP Steering Committee will now be called the “PHIP Directors.” The next Directors meeting is slated for March, on a date to be announced.
2. A group to be called the PHIP Steering Committee will be initiated. It will meet monthly by phone and will provide overall guidance to the Partnership activities and budget. Members will consist of Co-Chairs of Committees, and staff will be expected to attend.
3. All prior Committees will stay in place, so there will be committees for Access, Workforce and Finance. Some will have a tighter relationship to other committees: Workforce to Standards and Access to Indicators. The mechanism to assure coordination will be decided with the Committee Chairs.
4. Finance may not meet – but the workplan will acknowledge the on-going work on allocations planning.
5. Planned meetings should proceed, with no changes needed in membership until all the steps below are in place.
6. A PHIP Directors Retreat should take place earlier, in Fall, 2006.

#### Next steps:

1. Ask Co-Chairs if they will continue
2. Ask each about the need for membership recruitment
3. Convene Co-Chairs as the Steering Committee
4. Create a coordinated request for applications
5. Target an overall new start date – i.e. January or February.
6. Initiate communications plan and actions